Department Of Correction   INTERNSHIP INFORMATION

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: **067**

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **Milford/Facilities; Assigned intern will report to Central Headquarters in Milford and travel to assigned facility with our Systems Analyst**

Internship Track: **Inmate Technology Education**

Hours/Schedule: **Days, Flexible**

Duration:
Fall, Spring, Academic Year

Position Description: This internship will provide an opportunity to work in the IT classrooms within the facilities to ensure the set up and security of all computers and computer lab networks within these classrooms. Audits will be conducted to ensure that unauthorized software or programs have not been loaded onto any of the computers. Audits also check to ensure there is no access to the internet, no access to a live DOC networking port, and no access to an external drive. As part of the ongoing audit, the intern will be responsible for keying in the computer equipment inventory to a Microsoft Access database. The intern will be responsible for any design changes needed to the database.

Responsibilities/Major Duties: The intern will be responsible for abiding by the rules and regulations designed in the DOC Code of Conduct. The intern will be responsible for traveling to different facilities (within reason) as technology issues and audits are apparent in all of the facilities across the state. The intern should be open to learning technology information he/she may not be familiar with, and also sharing information they do know with their mentor. They will be responsible for completing audits of computers and of the internet access that the teachers use throughout their day.

Preferred Qualifications: The intern should have a background in the fundamental operation and repair of computers, laptops, and printers. Majors best suited include technology, IT, and computer science. Intern should have the ability to travel and have reliable transportation to Central Headquarters. Intern should have an understanding of networking both workgroups and domains using Microsoft Operating Systems. The intern applicant should have experience working with Microsoft Office particularly the design of Access databases. The intern should also have knowledge or be willing to learn about HTML, JavaScript, CSS, Python, PHP, and Ruby.

How to apply:
Mail Internship Application to:

Maurice Cameron
50 Maple Street, Milford, MA 02757
Phone: (508) 422-3648
Fax: (508) 422-3654

Agency Web Address: http://www.mass.gov/doc